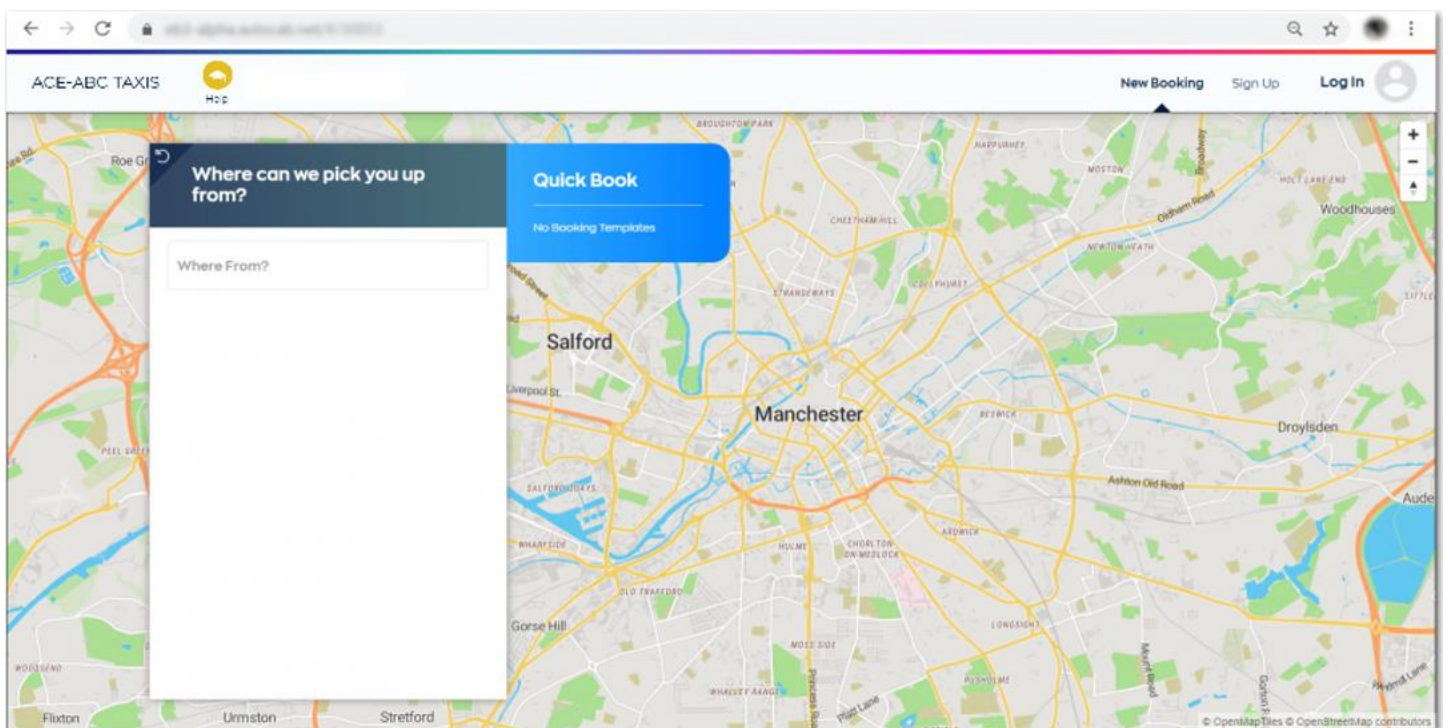


# eBooking - Instructions

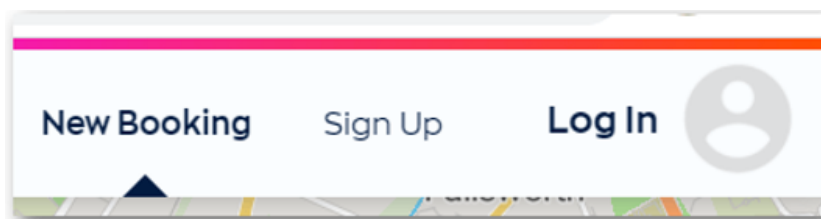
**ACE-ABC™**  
**654321**



eBooking is a quick and efficient way for passengers to book via the web. The main screen is shown below.



The first thing to do when you arrive on the main screen is either Sign up or login if you are an existing user.



You are unable to make a booking without logging in or signing up. We will go through the booking process further down the page.

**Sign Up** [Close]

First Name\*  
John

Last Name\* **Please fill in this field.**  
Last Name

Country\*  
United Kingdom (+44) [Reset] [Dropdown]

Phone Number\*

Email\*

Password\*

Confirm Password\*

[Sign Up]

Clicking sign up will display the following form for you to complete.

Enter all your details into the form and then click Sign Up.

You may receive an email asking you to confirm your account.

If you already have an account, you can simply log in (see example screen below). Anyone who has already downloaded and uses our app can log in here with the same details.

**Log In** [Close]

Username\* **Please fill in this field.**  
Username

Password\*

[Forgot Password](#)

[I don't have an account](#)

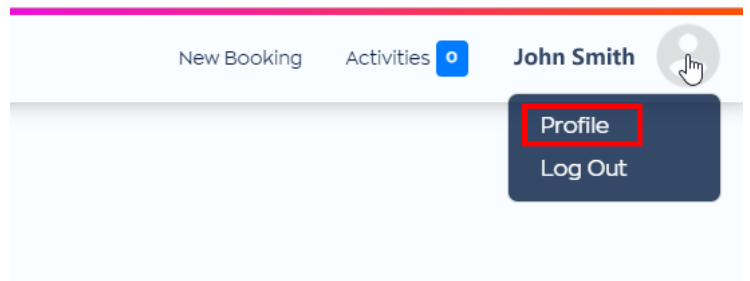
[Log In]

You will need a credit card adding to your account to make bookings especially if they begin out of our immediate area.

To add a card first of all access your profile settings. This can be done by clicking the icon top right

Once in your profile you will see 3 options to the left, you should select the wallet option.

See screenshot below.



**PROFILE** [Home Icon] [Help]

**Personal Info** [Left Arrow] Personal Info

Favourites

**Wallet** [Red Box]

Log Out

First Name\*  
John

Last Name\*  
Smith

Country\*  
United Kingdom (+44) [Reset] [Dropdown]

Phone Number\*  
+441234567890

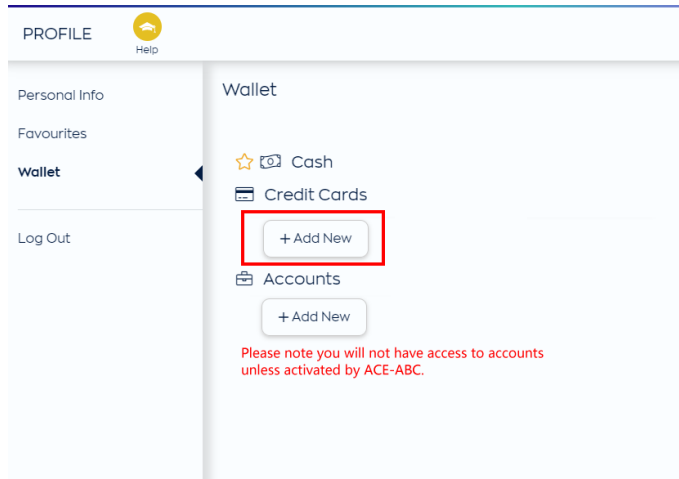
Email  
johnsmith@email.com

[Change Password](#)

[Save]

Once you have selected wallet you will see the option to add a new card.

If this is selected a form is opened for you to input your card details. Fill this in and choose 'Add' to make the card available in your wallet and in the booking screen.

A screenshot of the 'Add Credit Card' form. It includes a 'Default Card' toggle, and input fields for: First Name \*, Last Name \*, Card Type \*, Card Number \*, CVC Code \*, Expiry Month \*, Expiry Year \*, Description, Address Line 1, Address Line 2, City, State, Post Code, Country \*, and Phone Number. A green '+ Add' button is located at the bottom right corner.

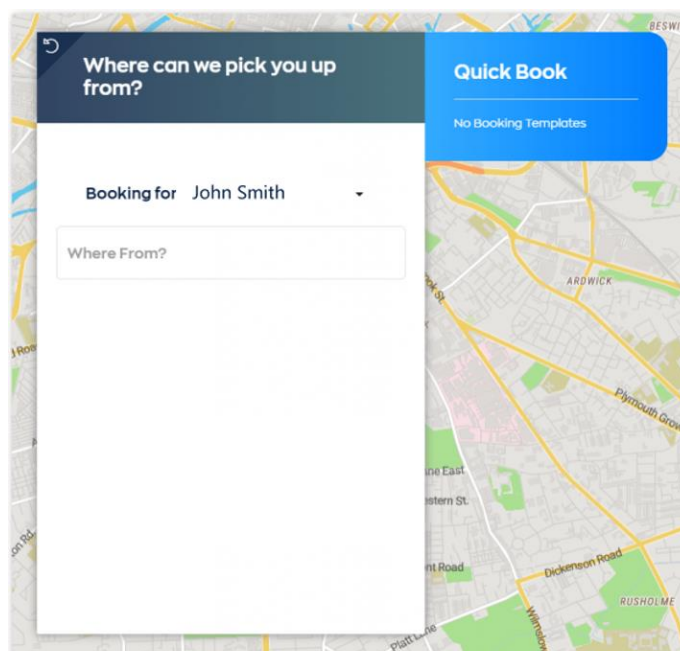
When you are logged in and a card has been added you can start to make some bookings.

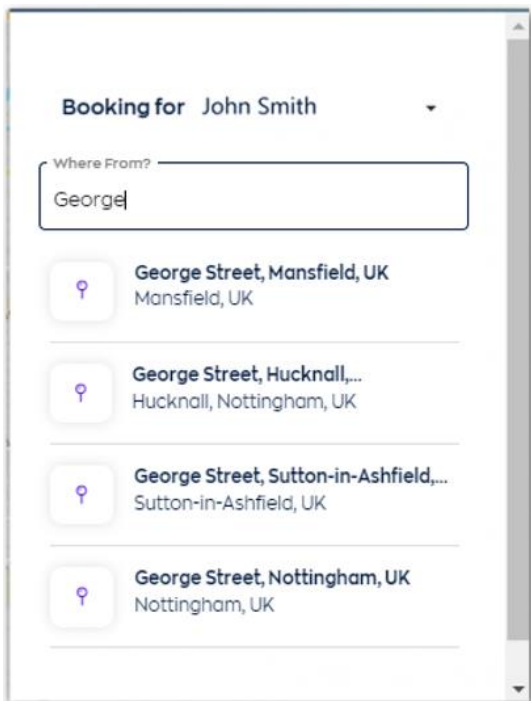
To do so you need to enter an address in the 'Where From?' field.

To find an address simply start typing the address in the box. You can use postcode area or street name.

Don't forget to include the house number or name if there is one.

This is shown below.

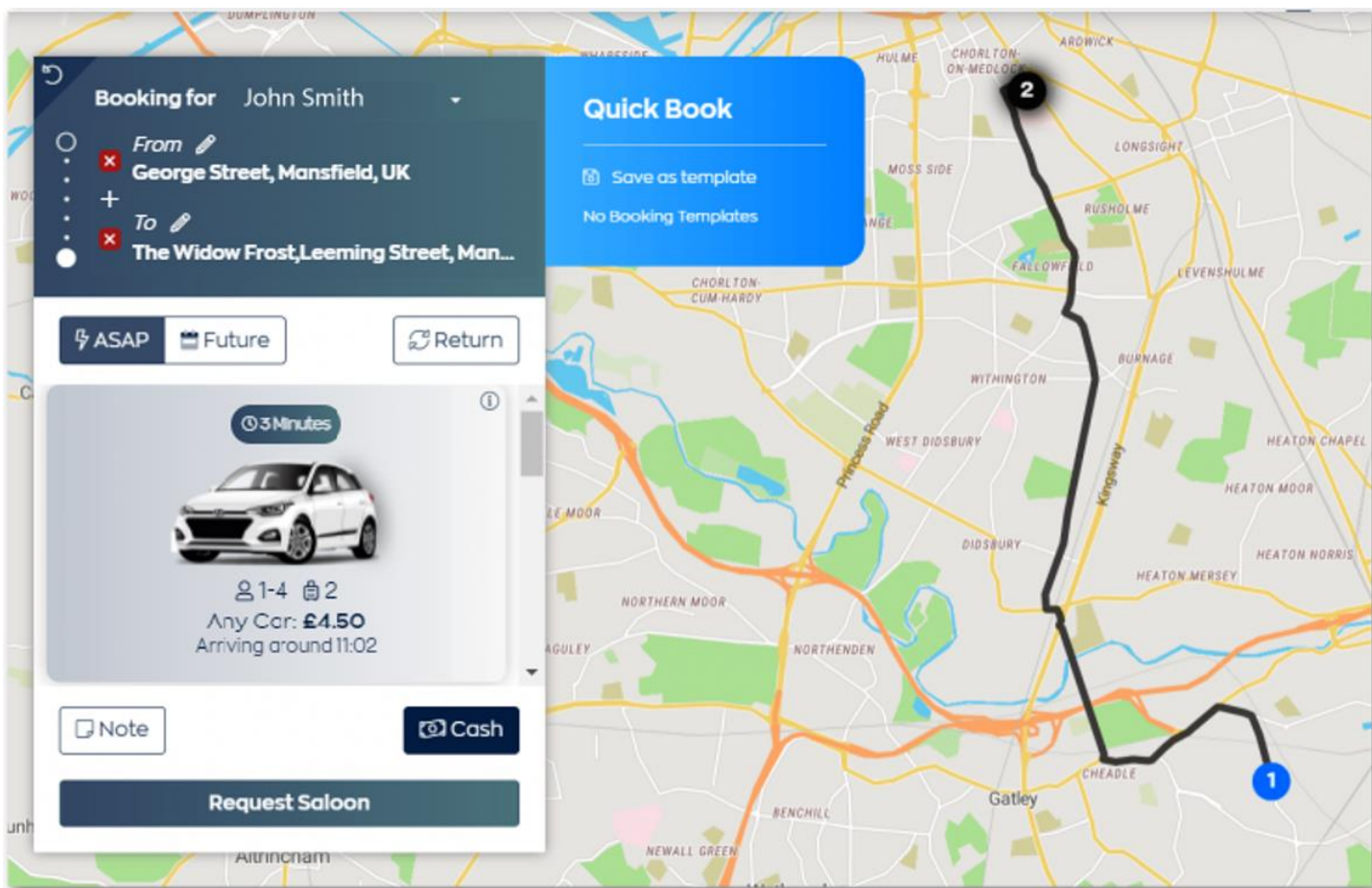




Once you have selected where from, you should continue the same process for the Where to? Address.

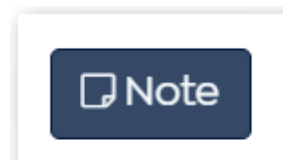
When you have entered both successfully you will see the points and route on the map with the vehicle options available.

You may need to select Credit card as a payment option to see available vehicles.



After you have selected the vehicle there are two buttons underneath for "Note" and in this example "Cash"  
NOTE: the "Cash" button may display "Card" if you have selected it as default payment method in your wallet.

Selecting "Note" will open a pop up screen to allow you to pass information to the driver who will complete your journey.

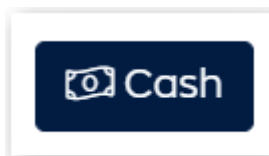


The notes in this section will be passed to the driver who completes the booking.

**This should be used to pass on Flight details if booking an airport return journey. Please input your flight no. & where you are flying from.**

Notes are useful for any other reason for example, your house is really hard to find or to provide directions.

The other button (showing cash in this example) is for changing the payment method. This will take you to your payment choices in your wallet.

A mobile app screen titled "Add a note for your driver?". It features a back arrow in the top left, a text input field with a placeholder "Please enter a note for your driver below." and a character count "61/250". Below the input is a large text area containing the text "This note will display to the driver who receives the booking". A blue checkmark button is in the bottom right corner.

If you click the button you will be directed to choose which method you wish to use.

For the purpose of this example we will choose the card that is registered in the wallet. As you can see below the button has changed.

A mobile app screen titled "Select Payment Method". It has a back arrow in the top left. Two payment options are listed in rounded rectangular boxes: "Cash" with a banknote icon and the subtext "Pay in the taxi", and "...0028" with a card icon.A mobile app booking summary screen. At the top, there are three buttons: "ASAP" (selected), "Future", and "Return". Below is a large card showing a white car, a "3 Minutes" timer, and the text "Any Car: £4.50 Arriving around 11:02". At the bottom, there are two buttons: "Note" and "Card" (selected). A large "Request Saloon" button is at the very bottom.

As you can see here the booking time of ASAP is selected.

If you press Request Saloon then a vehicle will be dispatched as soon as possible.

You can modify the time and date of a booking by selecting future and inputting alternative dates and times.

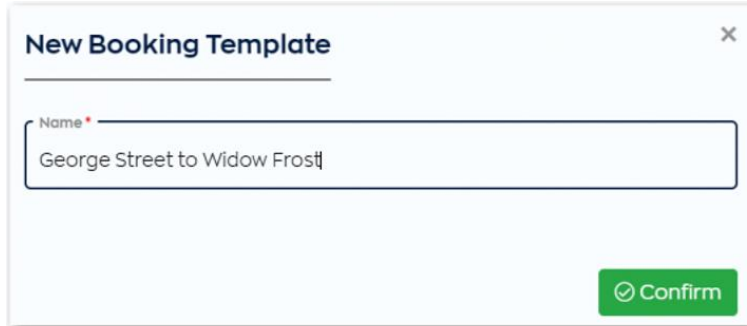
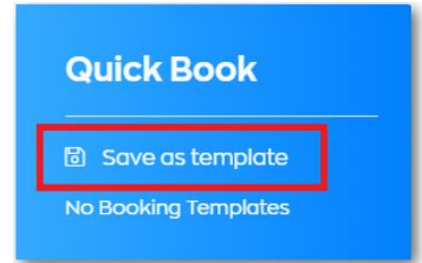
Remember to "SET" the new information or the date and time will remain as ASAP.

You can also save regular journeys to prevent you having to time all the information in every time you wish to book.

## Booking Templates

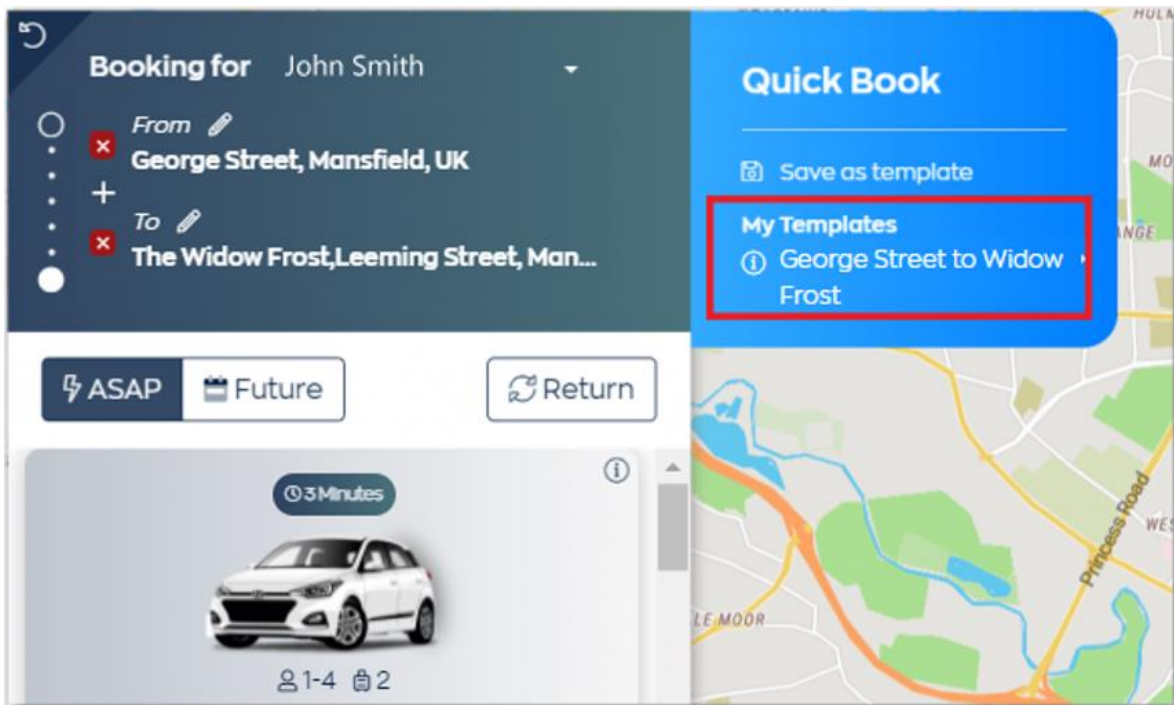
During the booking process you can save the booking as a template.

Simply click on the "Save as template button within the blue box to the right of the booking form.



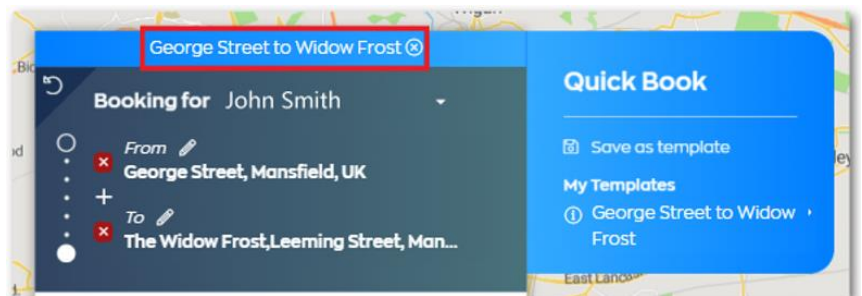
This will open a box where you will be asked to Name the Booking Template.

Once confirm is clicked the template will be saved to your profile for future use.



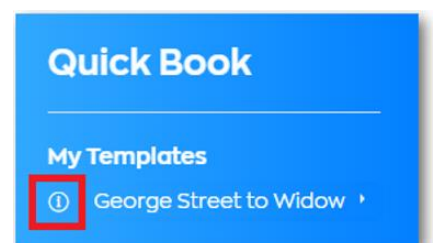
If you select the template when you first log in it will automatically fill in the booking form for you.

You can see how it looks here



You can also use the "i" icon to check the full details of the template before you select it.

Doing so will show full details of the template. As shown below.



**George Street to Widow Frost** ✕

---

**Pickup:** George Street, Mansfield, UK  
**Destination:** The Widow Frost, Leeming Street, Mansfield  
**Passenger Name:** John Smith  
**Payment Type:** Card  
**ASAP Booking:** ✔  
**Driver Note:**

✕ Close 🗑 Delete ✔ Apply Template

When all the booking details are correctly entered or you are happy with the template you have selected, you should click the




to make the booking.



You will then receive a booking confirmation pop-up. All your booking history is available in the menu near your profile access under the "Activities" section.

**Booking for** John Smith ✕

---

**Amount Quoted: £4.50**  
*Fulfilled by ACE-ABC TAXIS*

A white hatchback car, likely a Hyundai i10, shown from a front-three-quarter view.

Saloon  1-4  2

---

**Requested Pickup Time:** 11:56am, Monday 01 February 2021

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George Street, Mansfield, UK  
∨  
The Widow Frost, Leeming Street, Mansfield

🔄 Book a Return Journey ✔ Ok